

REQUEST FOR PROPOSALS

For End User Insights

RFP No. RP333-2015-03

QUESTIONS & ANSWERS

Please see the answers below regarding any questions raised in relation to this RFP.

1. Question:

Will the Partnership provide the proponent contact information lists of target audiences mentioned on page 18 of the RFP (other than the public) from their existing contact/network memberships?

a. If yes, do these lists have phone number and email contact information?

b. If no, has the Partnership already sent consent forms to gain authorization to a random sample of cancer patients on national or provincial registry lists?

Answer:

Upon project kick-off the Partnership will provide additional information and insights around target audiences identified in RFP. If required, access to existing stakeholders can be provided. However, that is not a preferred approach. At this time, the Partnership has not sent consent forms to gain authorization to a random sample of cancer patients on national or provincial lists. The Proponent is responsible for recruitment of market research participants per Schedule A.

2. Question:

Please clarify section 1.5 (page 6) Contract Period in the RFP. When does the work need to be completed by given the four-month contract period starting in January with the Partnership's option to renew for up to two months. The date of March 31 2016 for work completion is unclear given these contingencies.

Answer:

It is expected that the final deliverables of the project will be completed by March 31, 2016. The additional two month period is not be included in the term, but would allow the Partnership to conduct follow up work with the successful proponent without having to go through another RFP process.

3. Question:

What, if any, web analytics and metrics software (such as Google Analytics, Piwik, or other) does the Partnership have installed on its servers for tracking web traffic?

Answer:

The Partnership uses Google Analytics for its web analytics.

4. Question:

Will the CPAC team accept joint vendor proposals for this opportunity?

Answer:

The Partnership will entertain joint vendor proposals but will contract with one organization only.

5. Question:

Is the CPAC team able to offer a meeting space for the stakeholder interviews?

Answer:

The Partnership is able to offer a meeting space in Toronto for stakeholder interviews, if required.

6. Question:

Within in the RFP document the “Ability to work and communicate (verbal and written) in both English and French.” Can a translator be used if the vendor does not have the staff resources to offer services in both languages?

Answer:

As detailed in Schedule A, it is required that Proponents will be able to support market research that includes geographical representation for all provinces and territories. All proposals should include details around how a Proponent will support French-language project work, including but not limited to having a translator on staff or partnering with another vendor who would support activities such as interviews.

7. Question:

Could you please confirm whether or not sample files will be provided for the segments in RFP No. RP333-2015-03?

Answer:

The Partnership will provide all relevant project materials on project kick-off, including additional information about target audiences. Please refer to question 1 for further details on recruitment.